



Spring 2015 Confidential Test Irregularity Report

This form is intended only for parents, concerned community members, and school personnel who are concerned about ramifications from local reporting of a test security incident. **In most cases**, school personnel should follow the test security incident reporting procedures through their system test coordinator.

Instructions

Please complete the attached test security incident report.

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed within five days of the incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.

Please respect student privacy

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

Mail or FAX

Please mail or fax the completed form to:

Judy Snow, OPI State Assessment Director,
P.O. Box 202501
Helena, MT 2501
FAX to 406-444-0743

If you have questions, please contact:

Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov
Ashley Makowski, Administrative Assistant, 406-444-3511 or amakowski@mt.gov
Yvonne Field, Assessment Specialist, 406-444-0748 or yfield@mt.gov

Confidential Test Security Incident Report

Date: _____

Name of person completing this form: _____

Role: _____ School and School System: _____

Phone: _____ Email: _____

Assessment: _____

(CRT Science, CRT-Alt Science, Smarter, NCSC Alternate)

Test: _____

(ELA non-performance task, ELA performance task, Math non-performance task, Math performance task, Science)

Session Number/ID: _____

Grade: _____ State Student ID(s) _____

Describe the Incident: